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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY

MAY 26 1916

GENERAL INSTRUCTIONS FOR THE GUIDANCE OF DISTRICT INSPECTORS,
FEDERAL WARDENS, AND PROTECTORS.

MANNER OF REPORTING VIOLATIONS:

1st. Read carefully and follow instructions on back of blank reports of violations of the Federal Migratory Bird Law.

2d. Report promptly to the Bureau all cases of violations at the time they come to the notice of an inspector or warden. Use blank form provided for that purpose.

3d. Do not report more than one case on a blank. Do not in one report refer to the facts stated in some other report. Each report should be complete in itself and contain all the data necessary to enable the proper officials to determine whether a violation of the Federal regulations has been committed.

4th. Do not use ditto marks or abbreviate words or names; always write them in full, and in cases of persons be absolutely sure that the name is full, correct, and properly spelled.

5th. In all cases it is of the utmost importance that Federal inspectors and wardens secure a separate written statement signed by each witness. Each statement should be sworn to before a district inspector, Federal warden, or game protector. It should be dated and give the full name, place of residence, and occupation of the witness, and in addition thereto should set forth clearly and concisely the facts the witness will swear to tending to prove that the person accused has committed a violation of the Federal regulations. The statement should be in narrative form, permitting the witness to tell his story in the first person singular.

6th. The following illustrates the form in which such a statement should be prepared (the form affords a general idea only, and in all cases the statements of witnesses should accurately conform to the actual facts):

United States of America,)
State of New York,)
County of Jefferson,) ss:
City (or town) of Watertown.)

Hiram B. Smith being duly sworn says that he resides at No. 3604 Elm Street, Watertown, New York, and is a mechanic employed by the Bagley-Sewell Company of said city; deponent further says:

I have been personally acquainted with Glenn E. Coe of No. 1039 Academy Street, Watertown, New York, for about three years last past. On Wednesday, March 15, 1916, at or about 3 o'clock in the afternoon, I was about five miles from Watertown in the township of Rutland, Jefferson County, at or near the farm of James A. Randles on the road leading from Watertown to Burrs Mills. Clark M. Stearns was with me. At said time and place Stearns and I saw said Glenn E. Coe in company with one, Herbert B. Parker, of No. 1042 Boyd Street, Watertown. Both said Coe and Parker carried guns. I saw said Coe put his gun to his shoulder and fire a shot at several robins and saw one of said robins fall to the ground wounded (or dead). Said Coe picked up the robin and put it in his pocket. Mr. Stearns talked with said Coe and asked him if he had shot the robin and Coe replied, "Yes, I shot and killed the robin."

Hiram B. Smith, Witness.

Suscribed and sworn to before me, this 25th day of April, 1916.

P. S. Farnham,
District Inspector, Migratory Bird Law.

7th. When the written statement of a witness can not be obtained, the reasons should be fully explained.

8th. If the violation has been previously prosecuted in a State court the disposition of the case should be stated.

9th. When an affidavit is made by an inspector it should also allege the particular regulation that has been violated. If the facts are not within the personal knowledge of an inspector he will make an affidavit alleging that a violation of the regulations has been committed, using the following form for that purpose:

United States of America)	
State of New York)	ss:
County of Jefferson.)	

On this 25th day of April, 1916, personally appeared before me the undersigned Philip S. Farnham who, by me being first duly sworn, deposes and says: I am a district inspector of the Biological Survey, United States Department of Agriculture, employed to enforce the regulations under the Migratory Bird Law, being an act of Congress approved March 4, 1913, entitled "An Act making Appropriations for the Department of Agriculture for the Fiscal Year ending June 30, 1914."

Upon information and belief I further allege, that on the 4th day of April, 1916, in the township of Rutland, County of Jefferson, State of New York, Harvey Jackson of Carthage, New York, did unlawfully shoot, kill, seize, and capture migratory birds, to wit, two black ducks, in violation of regulation number 8 of the Regulations of the Department of Agriculture under the Migratory Bird Law.

The source of my knowledge and the grounds of my belief are the affidavits and signed statements of Frank C. Mullin of Dexter, New York, and Clark M. Stearns of Sackett Harbor, New York, hereto annexed.

Philip S. Farnham, District Inspector.

Subscribed and sworn to before me this 25th day of April, 1916.

Joseph Mills
Notary Public.

ITINERARY, BUREAU TO BE INFORMED OF:

Inspectors will transmit to the Bureau statements giving so far as possible their itinerary a week or ten days in advance in order that the Bureau may be in a position to communicate with them promptly in emergencies.

USE OF DAILY ITINERARY CARDS, ETC.:

District inspectors will mail daily itinerary cards promptly to the Bureau immediately before leaving headquarters, and each night, giving the names of the places visited during the day.

WEEKLY REPORTS OF INSPECTORS:

Weekly reports must be prepared and mailed promptly at the end of each week. They should contain the date and hour of arrival at and departure from headquarters or places visited en route, together with a brief statement of the character of the work performed in each place. The hour of arrival at and departure from places should be given.

Additional information, too voluminous to be stated under "Remarks" should be transmitted to the Bureau by letter.

MONTHLY REPORTS OF INSPECTORS, WARDENS, AND PROTECTORS:

District inspectors will keep a diary containing a detailed record of their itinerary and of their activities, including the names of princi-

bal persons encountered. Monthly reports based thereon must be prepared and mailed to the Bureau not later than the second day of each month.

Federal wardens and protectors are expected to report on the first day of each month. Blanks for this purpose will be furnished.

ASSISTANTS, HIRING OF:

District inspectors are forbidden to hire assistants, except boatman, etc., temporarily, not to exceed 4 or 5 days, without first receiving permission from the Bureau. If it is desired to hire an assistant to accompany the inspector for a longer period or to work independently in the enforcement of the Migratory Bird Law, the name, address, and occupation of such person, together with a statement of the work he is to perform and the reasons therefor, must be furnished the Bureau.

REPORTS OF ASSISTANTS:

All assistants engaged by inspectors to perform work under the Migratory Bird Law are required to make and transmit weekly to the Bureau personal reports showing in detail the work they are engaged to perform, the time actually spent thereon, the localities visited, and the result of their efforts.

Inspectors will instruct assistants as to the manner and form in which these reports shall be prepared.

PATROLLING TERRITORY:

District inspectors will so time their trips of investigation in their districts that the territory will not be patrolled at the same time by another inspector. If conditions require the presence of more than one inspector in a particular locality at one time, the facts should be reported to the Bureau and permission first obtained.

ILLEGAL INTERSTATE SHIPMENTS OF GAME:

District inspectors under the Migratory Bird Law are expected to devote their entire time to that service. They are, however, expected incidentally to secure and promptly report any information available concerning violations of the Lacey Act, relating to illegal interstate shipments of game. Reports should include necessary details of the case and a statement of the probable time and expense necessary to follow it up. Prior authorization must be obtained from the Bureau before taking action involving the expenditure of money or more than a small amount of time.

CORRESPONDENCE:

No letter should embrace more than one subject matter. In transmitting information to the Bureau, or in requesting instructions or advice, write a separate letter on each topic, making each communication full and complete in itself. Do not ask for instructions or information in any report. Make all inquiries by letter.

Attention is called to the following section of the Administrative Regulations of the United States Department of Agriculture:

"101. Names on Letterheads.-No individual's name shall appear on the letterheads of any bureau, division, or office of the department."

The official title and office address may be printed on stationery provided permission so to do is first obtained from the Bureau.

APPEARANCE, FEES, AND EXPENSES OF EMPLOYEES AS WITNESSES IN JUDICIAL PROCEEDINGS:

District inspectors should thoroughly familiarize themselves with the provisions of section 190 of the Administrative Regulations, relating to Judicial proceedings.

No fees shall be accepted by an inspector in any case in a United States court originating in the Department.

In cases growing out of the enforcement of the Migratory Bird Law, inspectors may upon request and prior authorization from the Bureau, be permitted to appear as witnesses in a State court without being required to take leave without pay.

Federal wardens and protectors must in all cases, either in Federal or State courts, arrange in advance with the party in whose interest they appear for travel and subsistence expenses.

HENRY W. HENSHAW,

Chief, Biological Survey.

